



**City of Weslaco
Civil Service Commission
Regular Meeting Agenda
April 25, 2018 8:30 a.m.**

NOTICE IS HEREBY GIVEN THAT the Civil Service Commission of the City of Weslaco will hold a Regular Meeting in Legislative Chamber located inside City Hall, at 255 South Kansas Avenue, on April 25, 2018 at 8:30 a.m. for the purpose of discussing and considering the following items:

NOTE: If, during the meeting, discussion of any item on the agenda should be held executive or closed session, the Commission will convene in such executive or closed session whether or not such item is posted as an executive session item at any time during the meeting when authorized by the provisions of the Texas Open Meetings Act.³

- I. Call to Order
Roll Call
- II. Public Comments
- III. Approval of Minutes
February 21, 2018
- IV. New Business
 - A. Discussion and consideration to establish a relative ranked eligibility roster determined by a combined scoring system.
 - B. Discussion and consideration to set date for Police entry level examination on Wednesday, May 16, 2018. Possible Action. Attachment.
 - C. Discussion and consideration to update promotional (line supervisors, middle management/upper command) reading lists for Police Department. Possible Action. Attachment.
- V. Report
 - A. Introduction of the newly appointed Police Chief Joel Rivera.
 - B. Police Department Report
 - C. Fire Department Report
- VI. Adjournment

I hereby certify this Notice of a Regular Meeting of the Civil Service Commission was posted in accordance with the Open Meetings Act on the outside bulletin board at City Hall of the City of Weslaco, located at the 255 South Kansas Avenue entrance, visible and accessible to the general public during and after regular working hours. The notice was posted on this day of April 20, 2018 at 3:00 p.m. and will remain posted continuously for at least 72-hours proceeding the scheduled time of this meeting in accordance with Chapter 551 of the Texas Local Government Code.

/s/ Veronica Ramirez, Civil Service Director

NOTE: If any accommodation for a disability is required, please notify the Civil Service Director Office 48 hours prior to the meeting date at (956) 968-3181 EXT 1422.

Removed from Bulletin Board

Date:

Initials:

III. Approval of Minutes
February 21, 2018



Civil Service Commission City of Weslaco Special Meeting Minutes February 21, 2018 8:30 a.m.

On this 21st day of February 2018 at 8:32, the Civil Service Commission of the City of Weslaco, Texas convened in Special Meeting at City Hall in the Legislative Chamber, located inside City Hall, at 255 South Kansas Avenue with the following members present:

Blanca Munoz, Commissioner; Griselda Martinez, Chairperson; Kevin Bloomquist, Commissioner

Also present: Verónica Ramirez, Civil Service Director; Antonio Lopez, Fire Chief; Jaime Hernandez, Assistant Fire Chief; Juan Gonzalez, City Attorney; Christine Lucio, HR Generalist I

I. Call To Order

A. Roll Call

Roll was called.

II. Public Comments

N/A

III. Approval of Minutes:

February 21, 2018

Motion to approve by Commissioner Munoz, seconded by Commissioner Bloomquist moved to approve the Minutes of February 21, 2018

IV. New Business:

- A. Discussion and consideration to ratify scores for Firefighters Entry Level Examination held on February 09, 2018. Possible Action. Attachment.
Few Firefighters that passed the entrance exam, 38 eligible candidates to test, 12 were a no show, 25 took the exam and 5 passed the written exam, out of the 5 candidates only 3 passed the physical ability. Department is hiring at this time; 1 full time position and a temporary position. List will be exhausting soon. Motion to move by Commissioner Bloomquist to ratify the scores for Firefighters Entry Level Examination, seconded by Commissioner Munoz.
- B. Discussion and consideration to set date for Fire Entry Level Firefighters Examination. Possible Action. Attachment.
Recommendation by Veronica is to post a notice should we need to fill any positions without having to set another meeting. Motion to accept the recommendation by Commissioner Bloomquist, seconded by Commissioner Munoz.
- C. Discussion and consideration to set date for Fire Lieutenant Promotional Examination. Possible Action. Attachment.
Recommendation by Veronica is to post a notice should we need to fill any positions without having to set another meeting. Motion to accept the recommendation by Commissioner Bloomquist, seconded by Commissioner Munoz.
- D. Discussion and consideration to set date for Fire Driver Promotional Examination. Possible Action. Attachment.
Recommendation by Veronica is to post a notice should we need to fill any positions without having to set another meeting. Motion to accept the recommendation by Commissioner Bloomquist, seconded by Commissioner Munoz.

V. Adjournment

With no other business before the Civil Service Commission, at 8:36am Commissioner Munoz, seconded by Commissioner Bloomquist moved to adjourn the February 21, 2018 special meeting.

ATTEST

Griselda Martinez, Chairperson

Blanca Muñoz, Vice-Chair

Verónica Ramirez, Civil Service Director

Kevin Bloomquist, Commissioner

- A. Discussion and consideration to establish a relative ranked eligibility roster determined by the combined candidate's score from Entry Level Examination, the candidate's oral board interview score, plus any additional percentage allowed by law for veterans' preference.

Entry Level Candidates

Phase I

Passing scores from all candidates passing both the written exam and physical agility exam will be forwarded to the City of Weslaco.

Phase II

Candidates passing the oral board interview will be placed on a ranked eligibility register. Relative rank shall be determined by the combined candidate's score from written exam, physical agility exam and the candidate's oral board interview score, plus any additional percentage allowed by law for veterans' preference.

Phase III

When the City has positions open, the hiring authority will start with the top three candidates on the eligibility register to undergo a background investigation, polygraph test, physical exam, and psychological examination (only as required by TCOLE rule).

Explanation:

Phase I - written and physical agility test – 60 (30/30) percent of a candidate's score

Phase II - oral interview board. - 40 percent of a candidate's score. As required by Texas Local Government Code § 143.025, veterans receive additional points.

Phase III – positions open

Based on the scoring from the three phases of the process and the veterans' points, each candidate is placed in rank order on an eligibility list. The Commission then votes whether to certify the eligibility list, which stands for one year; unless exhausted. All candidates on the list are qualified for the position of police officer, although those ranked higher are considered more qualified.

CIVIL SERVICE RULES AND REGULATIONS EXCERPT:

SECTION V

EXAMINATION RULES AND PROCEDURES

A. ENTRANCE EXAMINATIONS

Application for employment shall be made to the Director of Civil Service on the appropriate application forms. Upon request to the Director of Civil Service or designee, accommodations will be provided to applicants in accordance with the Americans with Disability Act. The Director shall set forth the requirements and timelines for receipt of the notification.

Any person shall be permitted to take the entry-level examination so long as the applicant has not been rejected by the Director for cause in accordance with the provisions of these rules.

The Director may, because of the small number of applicants for any position, or because of any other good and sufficient reason, postpone an examination to a later date. Any examination may be cancelled by the Director should its occurrence become unnecessary because of a change in the personnel requirements of the classified service.

The Director shall provide an eligibility list after the examination that shall remain in effect for the number of months specified by these regulations or until all names have been referred to the appropriate department, whichever event occurs first. Each eligibility list for a beginning position shall be kept in effect for no more than 12 months, unless the names of all applicants on the list have been referred to the appropriate department.

1. EXAMINATIONS

All examinations shall be of such nature that they will test the relative suitability and ability of the persons examined to discharge the duties of the particular position to which they seek appointment.

The actual conduct of every examination shall be under the direction of the Director of Civil Service who shall be responsible to the Commission. The Director shall have the authority to designate an assistant to administer tests or examinations. No individual shall deceive or obstruct any person in respect to his/her right of examination under the provision of these rules and the Texas Local Government Code; or falsely mark, grade or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion. Applicants shall not deceive the Commission for the purpose of improving their chances for appointment or promotion. Any person found to be cheating on an examination, or otherwise deceiving the Commission for purposes of improving his or her chances for appointment, shall be removed from further consideration and dropped from the eligibility list. Only persons with a passing raw score will be ranked on the eligibility list.

2 TIE BREAKERS

If a tie in grades occurs between the applicants, their rank will be determined by whoever completes the examination first.

3. ENTRANCE EXAMINATION ADMINISTRATION PROCEDURES

- (a) Smoking shall be prohibited at all times in the testing area.
- (b) Check In - All applicants shall check in and provide proof of identity with a valid Driver's License 15 minutes prior to the start of the examination. Failure to timely register will result in a candidate's disqualification from testing.
- (c) Military Service Credit - Those persons who desire to have military service credit of five (5) points added to a passing test score of 70% or better, must provide a DD214 showing a minimum of 180 total days of active military service at the time of application and by the specified application deadline. Any discharge other than honorable discharge is not creditable for the purpose of this section.
- (d) Failure to Appear - The applications of persons who fail to appear for the entrance examination shall be voided and shall be disposed of by the Director of Civil Service.
- (e) Cancellation of entrance examination - The Director may cancel a scheduled entrance examination for sufficient cause.
- (f) Cheating - Any person taking an entrance examination who uses or attempts to use any unfair or deceitful means to answer questions on such an examination shall be informed by the test administrator and the test administrator shall void that person's exam and remove them from the testing site. Talking will be considered cheating. The test administrator shall report the action to the Director of Civil Service or designee.
- (g) Test Monitors - The Director of Civil Service may select a reasonable number of persons employed by the City of Weslaco or an agency of the State of Texas to assist in the administration, proctoring or grading of an entrance examination.
- (h) Personal History Statements - Applicants shall be given a personal history statement to be completed and returned at a time designated by the Department Head or designee. Failure to return this form at the prescribed time shall constitute reason for removal from the eligibility list.
- (i) Upon request, accommodations will be provided to applicants in accordance with the American with Disabilities Act. Applicants who need special arrangements must submit a request in writing to the Civil Service Director or designee at a time to be determined by the Civil Service Director or designee.

B. ENTRY LEVEL ELIGIBILITY LISTS

Each person on an eligibility list shall notify the Director of Civil Service of any change in address. Notices sent to a person's last known address shall be considered sufficient notification.

Each eligibility list for a beginning position shall be kept in effect for no more than 12 months, unless the names of all applicants on the list have been referred to the appropriate department.

C. PROMOTIONAL EXAMINATION PROCEDURE

Each promotional examination is open to each fire fighter or police officer, as applicable, who has continuously held for at least two years a position at the next lower pay grade, if it exists, in the classification for which the examination is to be held. If there are not sufficient fire fighters or police officers, as applicable, in the next lower position with the two years' service in that position to provide an adequate numbers of persons to take the examination, the commission shall open the examination to persons in that position with less than two years' experience.

If a promotional examination is authorized and scheduled by the Commission which fails to result in the establishment of an eligibility list, then there is not an adequate number of person to take the promotional examination the second time, and the Commission shall open the examination to persons in the position with less than two years' experience.

All examinations shall be structured to test a candidate's relative capacity to discharge the duties of the particular position.

The actual conduct of every examination shall be under the direction of the Director of Civil Service, who shall be responsible to the Commission. The Director shall have the authority to designate a designee to administer tests and/or examinations.

No individual shall deceive or obstruct any person in respect of his/her right of examination under the provision of these rules and the Civil Service Statue; or falsely mark, grade or report the examination or standing of any person examined hereunder; or aid or furnish any special information for the purpose of either improving or injuring the rating of any such person for appointment or promotion.

No promotional candidate shall deceive the Commission for the purpose of improving his/her chances for appointment or promotion. Any person acting in this manner will be disqualified from further consideration for the position sought, and the Department Head may take additional disciplinary action.

Employees shall complete an official "Notice of Intent to Test" form for each promotional examination, as prescribed by the Director of Civil Service, in order to take a promotional examination. Failure to submit a completed form in the manner prescribed in the Promotion Examination Notice and failure to file the form with the Director of Civil Service within the time limits prescribed will render the employee ineligible to take the examination.

Texas Local Government Code 143

Sec. 143.024. ENTRANCE EXAMINATION NOTICE. (a) Before the 10th day before the date an entrance examination is held, the commission shall cause a notice of the examination to be posted in plain view on a bulletin board located in the main lobby of the city hall and in the commission's office. The notice must show the position to be filled or for which the examination is to be held, and the date, time, and place of the examination.

(b) The notice required by Subsection (a) must also state the period during which the eligibility list created as a result of the examination will be effective.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987.

Sec. 143.025. ENTRANCE EXAMINATIONS. (a) The commission shall provide for open, competitive, and free entrance examinations to provide eligibility lists for beginning positions in the fire and police departments. The examinations are open to each person who makes a proper application and meets the requirements prescribed by this chapter.

(b) An eligibility list for a beginning position in the fire or police department may be created only as a result of a competitive examination held in the presence of each applicant for the position, except as provided by Subsections (d) and (e). The examination must be based on the person's general knowledge and aptitude and must inquire into the applicant's general education and mental ability. A person may not be appointed to the fire or police department except as a result of the examination.

(c) An applicant may not take an examination unless at least one other applicant taking the examination is present.

(d) Examinations for beginning positions in the fire department may be held at different locations if each applicant takes the same examination and is examined in the presence of other applicants.

(e) This subsection applies only in a municipality to which Subchapter J does not apply. An examination for beginning positions in the police department must be held at one or more locations in the municipality in which the police department is located and may be held at additional locations outside the municipality. An examination held at multiple locations must be administered on the same day and at the same time at each location at which it is given. Only one eligibility list for a police department may be created from that examination, and only one eligibility list may be in effect at a given time. Each applicant who takes the examination for the eligibility list shall:

(1) take the same examination; and

(2) be examined in the presence of other applicants for that eligibility list.

(f) An additional five points shall be added to the examination grade of an applicant who served in the United States armed forces, received an honorable discharge, and made a passing grade on the examination.

(g) An applicant may not take the examination for a particular eligibility list more than once.

(h) The commission shall keep each eligibility list for a beginning position in effect for a period of not less than six months or more than 12 months, unless the names

of all applicants on the list have been referred to the appropriate department. The commission shall determine the length of the period. The commission shall give new examinations at times the commission considers necessary to provide required staffing for scheduled fire or police training academies.

(i) The grade to be placed on the eligibility list for each applicant shall be computed by adding an applicant's points under Subsection (f), if any, to the applicant's grade on the written examination. Each applicant's grade on the written examination is based on a maximum grade of 100 percent and is determined entirely by the correctness of the applicant's answers to the questions. The minimum passing grade on the examination is 70 percent. An applicant must pass the examination to be placed on an eligibility list.

(j) Notwithstanding Subsection (i), each applicant who is either a natural-born or adopted child of a fire fighter who previously suffered a line-of-duty death while covered by this chapter shall be ranked at the top of any eligibility list in which said applicant receives a minimum passing grade on that respective eligibility exam. The deceased fire fighter's applicant child must otherwise satisfy all of the requirements for eligibility for a beginning position in a fire department contained in this chapter. This commission shall promulgate rules to identify and verify each applicant's eligibility for applicability of this subsection.

(k) This section does not apply to a police department located in a municipality with a population of 1.5 million or more.

Acts 1987, 70th Leg., ch. 149, Sec. 1, eff. Sept. 1, 1987. Amended by Acts 1989, 71st Leg., ch. 756, Sec. 1, 2, eff. Aug. 28, 1989; Acts 1999, 76th Leg., ch. 19, Sec. 1, eff. Sept. 1, 1999; Acts 2003, 78th Leg., ch. 628, Sec. 1, eff. Sept. 1, 2003.

Amended by:

Acts 2005, 79th Leg., Ch. 380, Sec. 2, eff. June 17, 2005.

Acts 2007, 80th Leg., R.S., Ch. 27, Sec. 1, eff. September 1, 2007.

Sec. 143.026. PROCEDURE FOR FILLING BEGINNING POSITIONS. (a) When a vacancy occurs in a beginning position in a fire or police department, the department head shall request in writing from the commission the names of suitable persons from the eligibility list. The director shall certify to the municipality's chief executive the names of the three persons having the highest grades on the eligibility list.

(b) From the three names certified, the chief executive shall appoint the person having the highest grade unless there is a valid reason why the person having the second or third highest grade should be appointed.

(c) If the chief executive does not appoint the person having the highest grade, the chief executive shall clearly set forth in writing the good and sufficient reason why the person having the highest grade was not appointed.

(d) The reason required by Subsection (c) shall be filed with the commission and a copy provided to the person having the highest grade. If the chief executive appoints the person having the third highest grade, a copy of the report shall also be furnished to the person having the second highest grade.

B. Discussion and consideration to set date for Police entry level examination on Wednesday, May 16, 2018. Possible Action. Attachment.

NOTICE OF CIVIL SERVICE EXAMINATION
CITY OF WESLACO
Entry Level – Police Officers

The Weslaco Civil Service Commission directs that an Entrance Examination be conducted for the purpose of establishing an eligibility list for hiring Entry-Level Police Officers. The eligibility list established by this examination shall remain in effect for a period of 12 months from the date it was created, unless first exhausted in accordance with Chapter 143.

EXAMINATION INFO:	DATE:	Wednesday, May 16, 2018
	CHECK IN:	8:20 A.M. -- <u>NO ADMITTANCE TO THE TEST SITE AFTER 8:45 A.M.</u>
	EXAM TIME:	9:00 A.M.
		A valid Texas driver's license is required at test site or government photo ID, and printed confirmation email; if applicable original documents (DD214 Form, Naturalization certificate) for inspection is required at the test registration site to be allowed to test. No exceptions.
	LOCATION:	Weslaco City Hall Legislative Chamber (City Hall) 255 S. Kansas Avenue Weslaco, Texas 78596

** A valid driver's license or government photo ID, and printed confirmation email; if applicable original documents (DD214 Form, Naturalization certificate) for inspection is required at the test registration site to be allowed to test. No exceptions.*

The eligibility list established through this testing will be effective for twelve (12) months from the date of the test or until the list is exhausted, whichever comes first.

MINIMUM ELIGIBILITY REQUIREMENTS:

- Applicant must be a U.S. Citizen by birth or naturalization;
- Be at least 18 years of age and not more than 44 years of age at the time of hire; if the applicant is between 18 and 20 years of age, he or she must have received an associate's degree or have 60 semester hours' credit from an accredited college or university;
- Be a graduate of an accredited high school or have an equivalency certificate;
- A Texas Driver License;
- Be able to read, write, and speak the English language.

PREFERRED REQUIREMENTS:

- Valid Peace Officer Certification
- Compliance for current/future licensing by the Texas Commission on Law Enforcement (TCOLE)
- Achieve a minimum passing score of seventy (70) percent on the written examination;
- Successfully complete the physical ability test;
- Pass a background investigation;
- Pass oral interviews;
- Successfully complete a post-job offer psychological examination and medical examination that includes passing a visual acuity test, and physician certification that the applicant is not dependent on and does not use illegal drugs;
- Be of good moral character

The City of Weslaco complies with the Americans with Disabilities Act (ADA). If you have an established disability as defined by the ADA and would like to request a reasonable accommodation when testing or interviewed, please do so in writing at least 48 hours in advance of the date of written examination to Veronica Ramirez, Civil Service Director, 255 S. Kansas Avenue, Weslaco, Texas, (956) 968-3181 ext. 1422.

The City of Weslaco is an Equal Opportunity Employer.

DATE OF POSTING:

Removed from Bulletin Board	Date:	Initials:	Location:
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C. Discussion and consideration to update promotional (line supervisors, middle management/upper command) reading lists for Police Department. Possible Action. Attachment.

City of Weslaco

"The City on the Grow"



David Suarez, Mayor
Gerardo "Jerry" Tafolla, Mayor Pro-Tem, District 4
Leo Muñoz, Commissioner, District 1
Greg Kerr, Commissioner, District 2
Jose "J.P." Rodriguez, Commissioner, District 3
Letty Lopez, Commissioner, District 5
Josh Pedraza, Commissioner, District 6

Mike R. Perez, City Manager

April 25, 2018 NOTICE OF SOURCE MATERIAL FOR PROMOTION IN THE Weslaco Police Department

The following is a list of the study materials from which questions will be taken for promotional exams. This list shall remain in effect until the Civil Service Director removes the list. This list shall be posted for a minimum of ninety (90) days before the promotional exam will be held in accordance with Local Government Code Section 143.029. This list will be posted permanently but may be revised from time to time to include new and/or delete sources.

TO THE POSITION OF: LIEUTENANT & CAPTAIN:

*Adams, T.F. (2013). Police field operations (8th ed.) Upper Saddle River, NJ: Pearson Education, Inc.
ISBN: 0135050499 (Support materials available from publisher)*

*Cordner, G.W. (2016). Police administration (9th ed.).
ISBN: 978-1138903234*

*Iannone, N.F., Iannone, M.P., & Bernstein, J. (2013). Supervision of police personnel (8th ed.). Upper Saddle River, NJ: Prentice Hall, Inc.
ISBN: 0132973820 (Support materials available from publisher)*

*Miles, J.G., Richardson, D.B., & Scudellari, A.E. (2018). The law officer's pocket manual. Washington, DC: Bureau of National Affairs.
ISBN: 978-1682672624*

*Orthmann, C.H., Hess, K.M. & Lim Cho, H. (2016). Criminal investigation (11th ed.). Clifton Park, NY: Delmar Cengage Learning.
ISBN: 978-1285862613*

TO THE POSITION OF: SERGEANT

*Core Concepts for Law Enforcement Management, Pearson, New York. (2009).
ISBN: 0-558-04174-4*

*May be available at the City of Weslaco Public Library on first-come, first-served basis.

POSTED at _____ .m. ON THIS THE _____ DAY OF APRIL 2018 by _____
C. Lucio

I certify that this Notice of Source Materials for promotional examinations was posted on the bulletin boards at City Hall and the Police Department within such time as required by law.

Veronica Ramirez, Civil Service Director

Date

"DO NOT REMOVE"